

Summary for the 11-17-06 E-Communities Steering Committee Meeting

Accomplishments

- Agreed to the agenda for the community outreach meetings with upgrades
- Agreed to who will present at the community meetings
- Agreed to the task list to get ready for the community meeting
- Established the team of volunteers to take responsibility for event set up actions

Action List:

<u>what</u>	<u>who</u>	<u>when</u>
Summarize the meeting notes	Todd	11-17-06
Follow up with Wayne Lofton on entertainment	Danielle	11-17-06
Place an ad in the Wilmington Journal	Lillie	by 11-17-06
Clear next meeting date with Darrell Legates for conf. call	John	by 11-20-06
Send the meeting notes to the team	Lillie	11-20-06
Draft a giveaway request letter signed by Dr Sheridan	Lillie	11-20-06
Order drinks for the event	Lillie	by 11-27-06
Secure giveaways for the event		by 11-27-06
- Dell	Larry	
- Best Buy	Larry	
- Gift cards	Dale	
Prepare materials for the registration table (nametags, sign in sheet, color dots for breakout, raffle container)	Lillie	by 11-27-06
Secure P.A. system for event	Lillie	by 11-27-06
Bring surveys to the event	Lillie	by 11-27-06
Do radio advertising		
- Rhonda Bellamy	Dr. Sheridan, Larry	11-27-06@ 8am
Try to set up a live radio remote at events	Marian	by 11-27-06
Send flyers to organization databases	All	by 11-27-06
Work the registration table	Dorothy, Dave, Pat Tufanna	At events
Set up chairs for event	Dr. Sheridan, Dave	At event
Clean up at event	Larry	At event

Next Meeting:

Date: 12-8-06
Time: 12:00 - 2:00 PM
Place: Maides park
Planning: Todd, Lillie, Larry

Topics: - Public Event debrief
- E-Communities Plan Vision Statements
- E-Communities Plan Key Actions
- E-Communities "best practices" conf. call

Debrief:

Positives: + Got a lot done
+ We know what to do for event
+ Ended on time
+ We got volunteers for the event

Upgrades: - Better attendance
- Earlier meeting notice

Upgrades to the Event Agenda

- Get additional feedback from the group during the demo section
- Allow the Northside Neighborhood Assn. give a 30 minute presentation at the end of the event at the Boys and Girls Club

Event Presenters

Computer Demonstration

Larry - main presenter

Dave - co-presenter at Tues event

Alice - co-presenter at Sat. event

One-on-One Computer Demonstrations

Danielle

Larry

Dave

Alice

James Conway

Break-out Facilitators

Todd

Larry

Lillie

Dale - Sat. event

Dave - Tues. event

Break-out Recorders

Dorothy

Randolph

Alice

Dr. Sheridan

Tufanna